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PREFACE

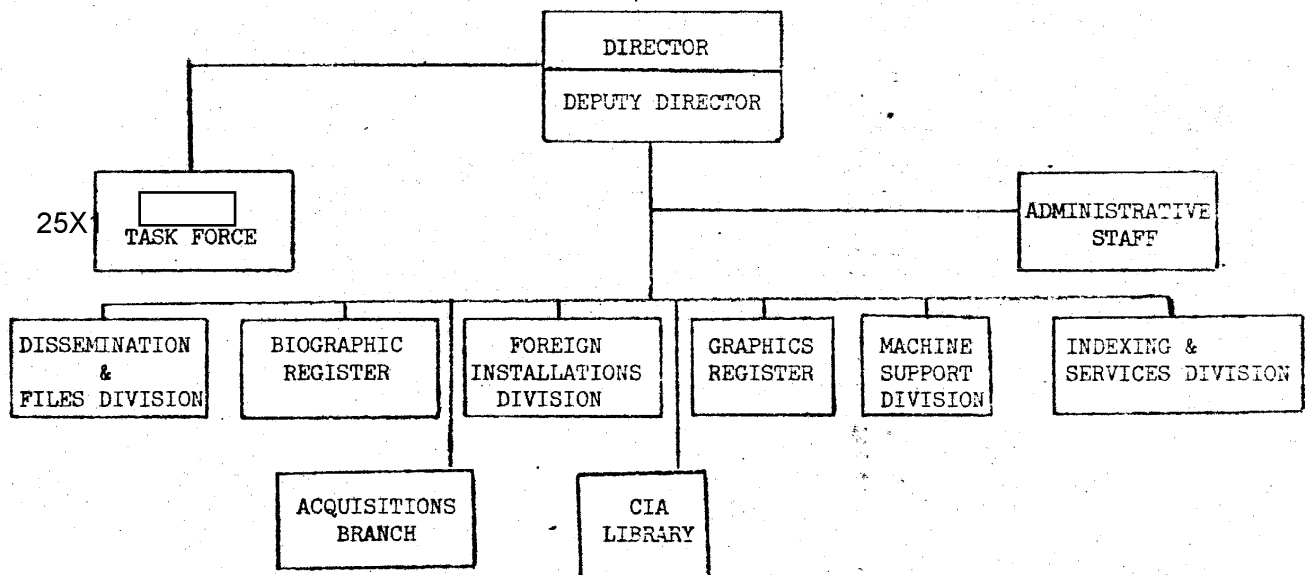
This Annual Report, intended primarily for internal use, contains a statistical summary of the operations of the Central Reference Service for FY 1967. Statistical information for FY 1965 and FY 1966 are shown, where appropriate, for purposes of comparison.

The period covered by this report was a year of some changes and, more importantly, a year of preparation of a comprehensive reorganization of the entire central reference function. The preparations for the reorganization commenced in early second quarter of FY 1967 with the [] study concerning [] and continued through the User Group Survey of February/March 1967, and the establishment of the Reorganization Planning Group in early May 1967. During the year, the [] and the Liaison Staff (LS), were moved to the [] [] and the Collection Guidance Staff and [] [] respectively. (Statistical information for [] and LS is not included in this report.)

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CENTRAL REFERENCE SERVICE



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ANNUAL REPORT OF THE
CENTRAL REFERENCE SERVICE
FISCAL YEAR 1967

A. CRS Budget

The total expenditures of the Central Reference Service for the Fiscal Year 1967, as detailed on page 2, amounted to [REDACTED] These figures exclude reimbursables [REDACTED], books and publications purchased for other offices of the Agency [REDACTED], and the total expenditures for the [REDACTED] which was transferred to [REDACTED] during FY 1967.

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~~SECRET~~4. Training

Courses and conferences attended by CRS personnel were as follows:

<u>Type of Training</u>	<u>No. of Persons</u>
External Courses	127
Agency Courses	218
Conferences, Seminars, etc.	<u>18</u>
Total	363

The majority of training, in terms of participants, was concentrated in the following categories:

IBM Training	77
Introduction to Intelligence	72
Introduction to Communism	55
Languages	49
Foreign Service Institute	11
Supervision & Management	10
ADP Orientation	18

Additional detail is given in the CRS training report, which follows.

ANNUAL CRS TRAINING REPORT FOR FY 1967

OTR SPONSORED

<u>External Schools - Semester Courses</u>	<u>No. of Students</u>
George Washington University	Recent Trends in Latin America 1
	Communist China: A Regional Survey 1
American University	Paperwork Management, Part I 1
	Paperwork Management, Part II 1
	ADP Systems 4
	Seminar on Sino-Soviet Relations 1
	The Systems Approach 2
	Management of ADP Systems 1
U.S. Department of Agriculture	Fundamentals of Photography, Part I 2
	Sub-total 14
<u>External Schools - Other Courses</u>	
Foreign Service Institute	Special Area Courses 11
Winona School of Professional Photography	Photography 1
American Management Association	Management Reporting Systems and Technology 1
Civil Service Commission	ADP Orientation 1
	Executive Orientation in PPB 1
	Federal Program Management 1
	Skills and Goals of Management 1
American Documentation Institute	1966 ADI Annual Meeting 2

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<u>External Schools - Other Courses (cont)</u>		<u>No. of Students</u>
Department of Defense	Missile Systems & Logistical Support Orientation (Red-stone)	1
	Counterinsurgency	1
Data Processing Management Association	Annual Conference - Boston	2
	Meeting & Exhibit - Harrisburg	3
Indiana University	NIPA Career Education Award for 1 Year's Study	1
American Library Association	Institute on Use of Library of Congress Classification System	1
	Pre-conference Institute	1
Association of Asian Studies	Annual Conference	2
University of Pittsburgh	Congress on Electronic Information Handling	1
Brandon Associates	ADP Systems Development Process	2
Engineers Joint Council and Battelle Institute	Information Retrieval Training Course	<u>2</u>
	Sub-total	36
IBM - Local	N-0156 - 407 Accounting	
	Mach. Operation	6
	- 360 Introduction	11
	- 360 Assembler	
	Language Coding	2
	- 360 Basic Operation	
	System-8K	2
	- 360 Operations	
	Planning	2
	- 360/20 Programming	
	Hands On	2
	- Basic Punched Card	
	Principles	14
	- Basic Machine Operations and Wiring	7

<u>External Schools - Other Courses (cont)</u>	<u>No. of Students</u>
IBM - Local (cont)	
- 360 Operating Systems Concepts & Facilities	2
- 360 COBOL	5
- 1440 Report Program Generator	2
- DISK/TAPE Operating System	11
- Basic Computer Systems Principles	3
- 519 Document Origination Machine Operations	<u>8</u>
Sub-total	77
TOTAL EXTERNAL	127

Internal

Introduction to Intelligence (IOC)	72
Introduction to Communism (IOC)	55
Language (during duty hours)	23
China Familiarization	16
Arabic Familiarization	2
Russian Familiarization	3
Supervision & Management Courses	7
Russian Transliteration	5
Writing Workshop	1
Intelligence Review	5
Senior Management Seminar	1
Mid-Career Executive Development	2
ADP Orientation	18
Intelligence Research (Map & Photo Interpretation)	6
Support Services Review	<u>2</u>
TOTAL INTERNAL	218

TRIPS, COURSES AND SEMINARS ATTENDED ON TDY BASIS

	<u>Participants</u>
Annual Meeting, American Library Association	1
GUIDE International Committee Meeting	2
National Microfilm Association Annual Convention	3
South America Area Familiarization	2
Africa Area Familiarization	1
American Standards Association	1
Far East Area Familiarization	1
Military Installations Familiarization Tour	2
Conference on Bibliographic and Research Aid in Soviet Studies	1
IBM Facility to See Demonstration of ITRIC	<u>4</u>
TOTAL	18

C. DOCUMENTS RECEIVEDSOURCE AND VOLUME OF DOCUMENTS RECEIVED

<u>SOURCE AGENCY</u>	<u>FY 1965</u>	<u>FY 1966</u>	<u>FY 1967</u>
USIB: State	99,300	93,500	90,681
DIA	6,500	11,900	99,280
Army	70,400	61,500	22,819
Navy	26,200	23,400	10,220
Air Force	37,700	24,700	15,767
CIA:			
25X1 []	24,300	21,200	18,549
DD/P	43,200	45,300	44,828
Other	<u>2,700</u>	<u>21,400</u>	<u>3,301</u>
	<u>70,200</u>	<u>87,900</u>	<u>66,678</u>
Total USIB	310,300	302,900	305,445
OTHER:			
25X1 []	11,000	7,400	7,375
AID	13,300	7,800	5,013
Agriculture	7,500	6,400	5,881
International			
Organizations	17,100	19,000	19,631
USIA	3,800	3,000	2,485
Miscellaneous	19,100	17,200	18,811
Special Intelligence	<u>504,200</u>	<u>507,500</u>	<u>522,046</u>
Total Other	<u>576,000</u>	<u>568,300</u>	<u>581,242</u>
GRAND TOTAL	<u>886,300</u>	<u>871,200</u>	<u>886,687</u>

D. SERVICES PERFORMED

	<u>TOTAL</u> <u>FY 66</u>	<u>TOTAL</u> <u>FY 67</u>
<u>LIBRARY SERVICE</u>		
Information Requests	44,300	41,875
Loan & Retention Requests	165,000	177,113
Intellofax Requests	2,500	2,310
Intellofax Reference Furnished	920,300	786,442
Pages Reproduced from Microfilm	377,100	480,179
Bibliographies Completed	143	200
<u>BIOGRAPHIC REFERENCE SERVICE</u>		
Requests	31,000	31,489
Written Reports	5,400	1,455
Name Reference Furnished	1,913,100	2,570,385
Documents Furnished	103,400	139,396
<u>INSTALLATION REFERENCE SERVICE</u>		
Requests	6,000	7,793
Written Reports	153	277
<u>SPECIAL INTELLIGENCE REFERENCE SERVICE</u>		
Requests	10,100	10,770
Documents Furnished	151,900	131,031
Documents Reference Furnished	13,231,000	12,920,300
<u>GRAPHICS REFERENCE SERVICE</u>		
Requests	17,200	20,100
Photographs Furnished	460,300	498,639
Films Loaned	3,900	3,831
Films Screened	2,200	1,747
<u>ACQUISITIONS SERVICE</u>		
Newspapers & Periodicals Obtained	1,352,100	1,271,987
Books Obtained	114,500	130,355
Information Requests	28,000	17,619
<u>DOCUMENT DISSEMINATION SERVICE</u>		
Documents Distributed (Excluding Special Intelligence)	363,700	364,641
<u>LIAISON STAFF</u>		
Requests	5,200	2,525
Briefings & Debriefings	700	336

E. ANALYTICAL, INDEXING, AND FILMING OPERATIONS

<u>ACTIVITY</u>	<u>NUMBER ADDED FY 66</u>	<u>NUMBER ADDED FY 67</u>	<u>FILE SIZE 30 June 67</u>
<u>ANALYSIS/CATALOG</u>			
Document (Intellofax System)	170,400	214,225	4,991,025
Special Intelligence Documents Indexed	86,910	123,540	1,303,540
Films	501	523	9,265
Books - New Titles	4,141	4,614	61,028

SELECTIVE ANALYSIS/PROCESSING

Biographic Information - Name Reference	1,553,500	1,237,000	19,582,000
Installation Information - Documents	89,447	88,473	2,145,666
Film Information - Documents and Information from Film Analysis	878	523	24,678
Photographic Information - Information from Photo Analysis	91,800	94,561	1,181,182

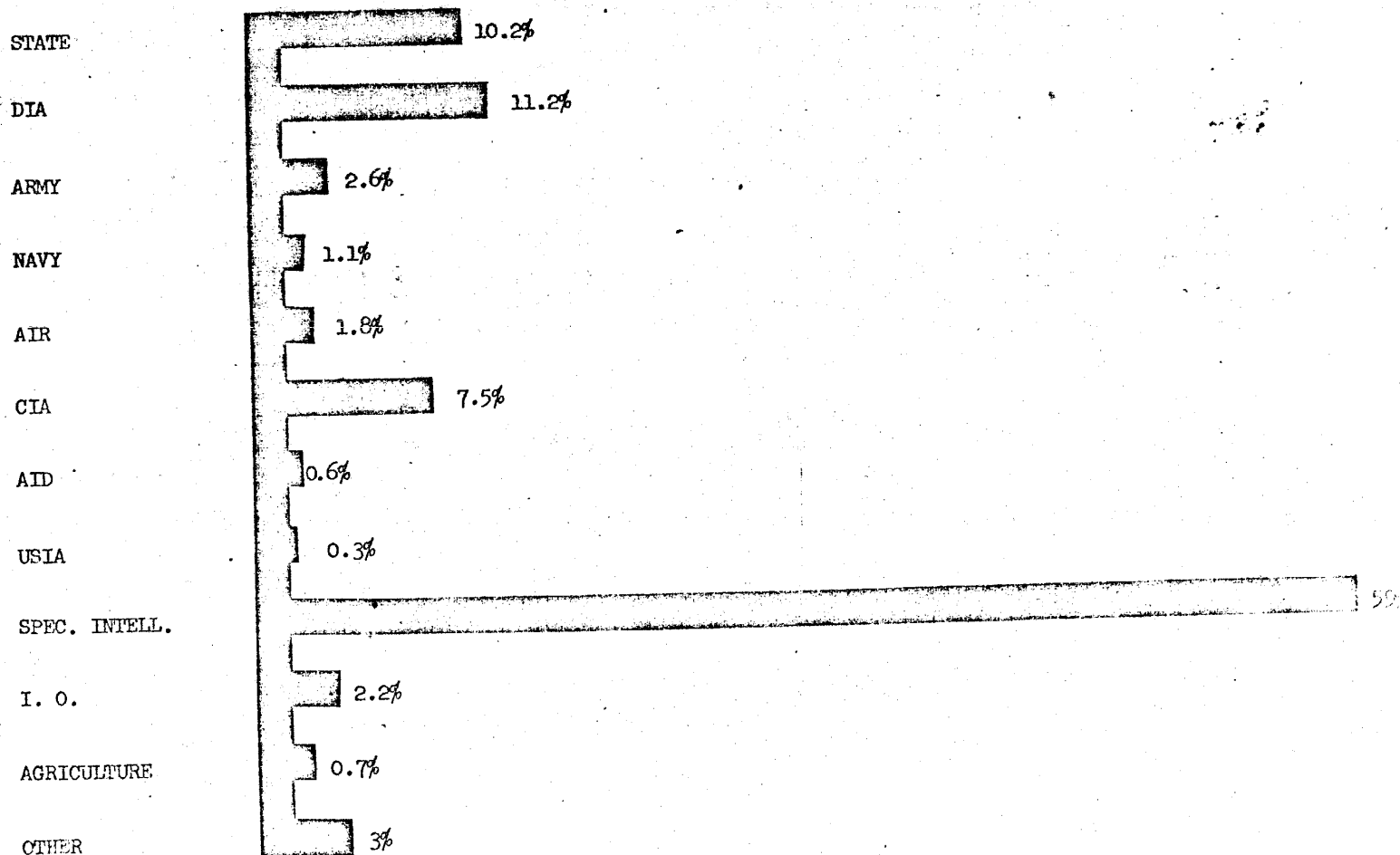
FILMING OPERATIONS

	<u>FY 66</u>	<u>FY 67</u>
Machine Division: Documents Photographed	173,319	179,203
Pages Photographed	885,400	844,742
Special Register: Documents Photographed (for Aperture Cards)	9,800	78,755
Pages Photographed (for Aperture Cards and Reel Film)	210,200	224,718
Graphics Register: Photos Reproduced in GR Laboratory	30,667	49,258

G. CRS CARD FILES

<u>TYPE OF FILE</u>	<u>CARDS ADDED FY 66</u>	<u>CARDS ADDED FY 67</u>	<u>CUMULATIVE HOLDINGS</u>
<u>CATALOG CARD FILES</u>			
LY Book Catalogs	25,500	28,218	330,083
LY Document Source Card File	282,400	301,405	5,298,179
FIB Installation Card File	65,500	69,196	1,707,053
BR Bibliographic Card File	405,600	157,328	3,604,691
BR "One Name" File	1,003,000	857,391	11,754,738
GR Motion Picture Reference File	900	1,036	20,575
TOTALS	1,782,900	1,414,574	22,715,319
<u>IBM INDEX CARD FILES</u>			
Intellofax	2,425,100	2,241,131	20,518,522
GR Spot Photo Index	336,000	530,288	3,138,970
GR Personality Photo Index	16,900	31,223	356,947
FID Installation Card Index	5,700	6,084	504,821
GR Motion Picture Index	12,900	15,288	280,906
SR Special Intelligence Detail	1,141,400	1,042,091	22,753,335
SR Report Title Index and Special Projects	576,100	546,355	2,603,806
BR Miscellaneous	232,400	196,601	3,170,216
BR Dossier Control	130,500	53,284	2,212,935
MD Miscellaneous Files	250,100	397,627	1,317,564
OBI Miscellaneous Files	515,200	357,681	4,263,720
DD Miscellaneous Files	290,000	458,833	161,760
TOTALS	5,932,300	5,876,486	61,283,502
<u>APERTURE CARD FILES</u>			
LY Document Files	224,400	224,518	4,839,554
SR Special Intelligence Document File	9,800	27,862	321,815
TOTALS	234,200	252,379	5,161,369
GRAND TOTALS	7,950,000	7,543,439	89,160,190

SOURCES OF DOCUMENTS RECEIVED
(by percentages)
FY 1967



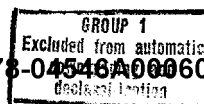
7 June 1968

MAY 1968

The Section recently obtained several new low cost cameras for use in the Graphics Procurement Program. The use of this lower cost equipment is part of a program to evaluate the use of the Instamatic fully automatic type cameras by Agency travellers who have little interest and experience in photography.

Recruiting efforts are underway to obtain a replacement for one of the Agency Photographers who recently left to accept a position with Navy.

Pictorial Services Branch reviewed its requirements for service from PSD, in an attempt to estimate changes resulting from new selection criteria and service requirements stemming from the CRS reorganization.



S-E-C-R-E-T

GRAPHICS REGISTER
STATISTICAL SUMMARY
JULY, FY-1968

I. Acquisitions

A. Photo	<u>10,028</u>
B. Film Prints	<u>116</u>

II. Processing

A. Photos Analyzed	<u>10,102</u>
B. Films Analyzed	<u>78</u>
C. Videotapes Analyzed	<u>5</u>

III. Additions to Collections and Cumulative Totals

A. Photos Accessioned

Ground	<u>3,248</u>	
Total		<u>907,048</u>
Personality	<u>1,211</u>	
Total	<u>4,458</u>	<u>278,568</u>
Total Master File		<u>1,185,616</u>

Motion Picture Prints and Titles Accessioned

Prints	<u>30</u>	
Total		<u>15,347</u>
Titles	<u>40</u>	
Total		<u>9,289</u>

C. Total Films in Intellofax System	<u>20,875</u>
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IV. Services

	<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
A. Requests			
Photo Branch	<u>827</u>	<u>472</u>	<u>1,299</u>
Film Branch	<u>323</u>	<u>50</u>	<u>373</u>
Total	<u>1,150</u>	<u>522</u>	<u>1,672</u>

B. Photos Supplied

CIA Photos	<u>19,208</u>	<u>24,439</u>	<u>43,647</u>
DIA Photos	<u>28,746</u>	<u>-</u>	<u>28,746</u>
Total	<u>47,954</u>	<u>24,439</u>	<u>72,393</u>

C. Photos Produced in Crash Lab

Negatives	<u>583</u>
Prints	<u>2,803</u>

D. Motion Picture Activity

Films Shown	<u>122</u>
Films Loaned	<u>350</u>
Intellofax References	<u>10</u>
Equipment Loans and Technical Assistance	<u>14</u>

V. A. Briefings Given

2

B. Debriefings

0

c/psb
photo

DOCUMENT AND PICTORIAL SERVICES DIVISION
MONTHLY REPORT
OCTOBER 1967

PICTORIAL SERVICES BRANCH

FILM SECTION

25X1



Films on Automatic Data Processing

Motion pictures concerning ADP were shown to two Agency groups during October. Personnel from EDP Support Division, CRS, began screening a series of films relating to the technical aspects of computer operations, and all Office of Communications Headquarters personnel viewed a series of films on the general subject of computers, as part of a program to familiarize employees with a basic appreciation of their newly acquired computer.



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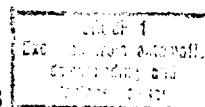
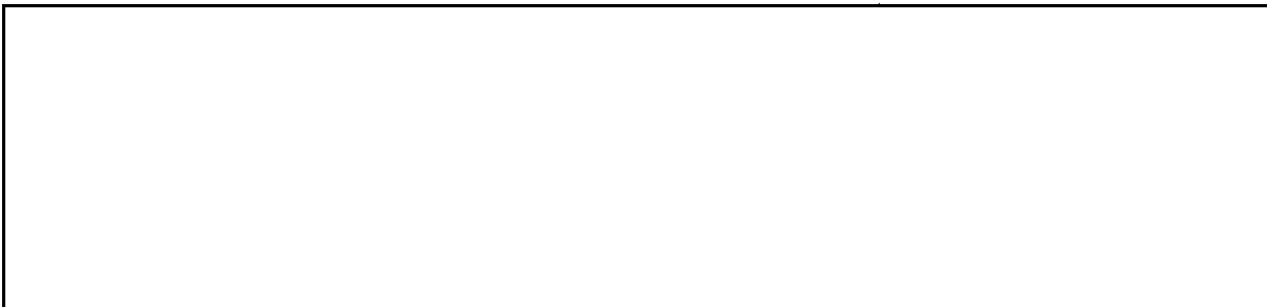


PHOTO SECTION



25X1

Office of Economic Research was furnished 26 photographs concerning Soviet vessel being loaded at Novorossiysk for Vietnam and of Soviet Steamship Turkestan, recently returned from Vietnam after being strafed by U.S. Forces.

PERSONALITIES

State Department - Personality photos were furnished White House briefing books covering pending visits of Mexican President Diaz Ordaz, Cameroon President Abidjo, and Jamaican Prime Minister Hugh Shearer. The Current Foreign Relations Publication was furnished with photographs on Egyptian and British personalities.

NPIC - Photograph of Soviet Scientist Boris Dotsenko, who defected to Canada, was furnished NPIC for briefing purposes.

OCI - The NIS Chapters 57 and General Survey were supplied with photographs of personalities from the Dominican Republic, Portugal, Ethiopia, Panama, Surinam, Mexico, and Greece. The Current Weekly Intelligence Publication was provided with photographs of leading Venezuelan, Guianan, Mexican, German, and Afghan personalities.



25X1



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DIA - Joint Chiefs of Staff were provided with photographs of leading Panamanian personalities for briefing purposes. Photographs of Egyptian and Yemen personalities were requested for CINCSTRIKE.

BR - During the month of October, BR was furnished 54 photographs of personalities for the Argentine Handbook to be published in November.

TECHNICAL SERVICES STAFF

25X1

[] C/TSS, attended the Business Equipment Manufacturers' Association Annual Exposition in New York.

Testing of the new microfilm camera has been completed. With certain minor changes, the camera will be accepted. The three additional cameras will be received in about 45 days.

Services Staff answered 23 service calls, in addition to preventive maintenance on four machines.

DOCUMENT LIBRARY BRANCH

Visit to DIA

25X1

[] visited DIAXX-3 in the Pentagon on 11 October. They were briefed by [] and members of his staff on codeword operations. This facility services the entire DIA Community.

25X1

DIS School Exhibit

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[] represented CIA at the Defense Intelligence School. The exhibit of selected CIA publications and documents was held for one full day for the benefit of 117 students. Many students' questions were answered by the two representatives. The Inter-Agency Products Fair (Exhibit) was considered successful. Forty-seven man hours were expended on the project.

ADP Orientation Course

25X1

[] attended the three-day ADP Orientation Course held October 31 - November 2 in the Magazine Building.

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DOCUMENT AND PICTORIAL SERVICES DIVISION
PICTORIAL SERVICES BRANCH
STATISTICAL SUMMARY
OCTOBER 1967

<u>I. Acquisitions</u>		<u>IV. Services</u>		<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
A. Photo	<u>11,764</u>	A. Requests				
B. Film Prints	<u>146</u>	Photo Branch	<u>936</u>	<u>514</u>		<u>1,450</u>
		Film Branch	<u>332</u>	<u>46</u>		<u>378</u>
		Total	<u>1,268</u>	<u>560</u>		<u>1,828</u>
<u>II. Processing</u>		B. Photos Supplied				
A. Photos Analyzed	<u>15,667</u>	CIA Photos	<u>18,387</u>	<u>28,442</u>		<u>46,829</u>
B. Films Analyzed	<u>70</u>	DIA Photos	<u>7,063</u>	<u>-</u>		<u>7,063</u>
C. Videotapes Analyzed	<u>9</u>	Total	<u>25,450</u>	<u>28,442</u>		<u>53,892</u>
<u>III. Additions to Collections and Cumulative Totals</u>		C. Photos Produced in Crash Lab				
A. Photos Accessioned		Negatives				<u>846</u>
Ground	<u>3,096</u>	Prints				<u>4,089</u>
Total						
Personality	<u>567</u>	D. Motion Picture Activity				
Total		Films Shown				<u>186</u>
Total Master File	<u>1,199,394</u>	Films Loaned				<u>280</u>
		Intellofax References				<u>21</u>
B. Motion Picture Prints and Titles Accessioned		Equipment Loans and				<u>20</u>
Prints	<u>76</u>	Technical Assistance				
Total						
Titles	<u>41</u>	V. A. Briefings Given				<u>2</u>
Total		B. Debriefings				<u>0</u>
C. Total Films in Intellofax System	<u>20,889</u>					

GROUP 1
Excluded from Automatic
Downgrading and
Declassification

S-E-C-R-E-T

DOCUMENT AND PICTORIAL SERVICES DIVISION
DOCUMENT LIBRARY BRANCH
MONTHLY STATISTICS

MONTH OCTOBER 1967

A. <u>PROCESSING</u>	<u>COLLATERAL</u>	NON- <u>COLLATERAL</u>	<u>TOTAL</u>
Hard Copy Filed	<u>10,629</u>	<u>35,129</u>	<u>45,758</u>
Cumulated Totals	<u>6,022,811</u>	<u>-</u>	<u>-</u>
Aperture Cards Filed	<u>15,749</u>	<u>0</u>	<u>15,749</u>
Cumulated Total	<u>4,903,397</u>	<u>321,814</u>	<u>5,225,811</u>
Reels of Film Filed	<u>0</u>	<u>0</u>	<u>0</u>
Cumulated Total	<u>12,567</u>	<u>-</u>	<u>12,567</u>
Source Cards Filed	<u>28,014</u>	<u>-</u>	<u>28,014</u>
Cumulated Total	<u>5,421,225</u>	<u>-</u>	<u>5,421,225</u>
Documents Microfilmed	<u>12,864</u>	<u>28,119</u>	<u>40,983</u>
Total Pages	<u>57,630</u>	<u>34,209</u>	<u>91,839</u>
Average Pages	<u>4</u>	<u>1-1/5</u>	<u>-</u>
Reels of Film Processed	<u>299</u>	<u>12</u>	<u>311</u>
Total Footage of Microfilm Processed	<u>29,900</u>	<u>1,200</u>	<u>31,100</u>
Total Acti-film Cards Produced	<u>126</u>	<u>-</u>	<u>126</u>
Aperture Cards Mounted	<u>15,749</u>	<u>0</u>	<u>15,749</u>
*Extra Copies Destroyed	<u>156</u>	<u>27,000</u>	<u>-</u>
IBM cards processed by DARE	<u>109,898</u>	<u>-</u>	<u>109,898</u>
5x8 cards processed by DARE	<u>37,054</u>	<u>-</u>	<u>37,054</u>
DARE enlargements intellofax first page	<u>9,607</u>	<u>-</u>	<u>9,607</u>
Intellofax print out	<u>8,514</u>	<u>-</u>	<u>8,514</u>
Number of documents handled by DARE	<u>25,324</u>	<u>-</u>	<u>25,324</u>

S-E-C-R-E-T

S-E-C-R-E-T

A. <u>PROCESSING (Continued)</u>	<u>COLLATERAL</u>	<u>NON- COLLATERAL</u>	<u>TOTAL</u>
Boxes of Documents			
Returned to Records Center	<u>5</u>	<u>10</u>	<u>15</u>
B. <u>SERVICES</u>			
<u>Library Section</u>	<u>AGENCY</u>	<u>NON- AGENCY</u>	<u>TOTAL</u>
Documents			
Collateral	<u>5,765</u>	<u>1,069</u>	<u>6,834</u>
Non-Collateral	<u>8,449</u>	<u>34</u>	<u>8,483</u>
<u>Microfilm Section</u>			
LDX			
Outgoing <u>75</u> Messages <u>558</u> Pages			
Incoming <u>15</u> Messages <u>80</u> Pages			
Number of Pages Reproduced	<u>Collateral</u>	<u>Non- Collateral</u>	<u>Total</u>
5 Quadrant Printers	<u>26,523</u>	<u>1,121</u>	<u>27,644</u>
2 Photostat Machines	<u>4,220</u>	<u>-</u>	<u>4,220</u>
2 Xerox 914 Printers	<u>18,998</u>	<u>11,907</u>	<u>30,905</u>
1 Itek Printer	<u>1,910</u>	<u>-</u>	<u>1,910</u>
1 Copytron	<u>427</u>	<u>-</u>	<u>427</u>
2 Loadstar Printers	<u>-</u>	<u>463</u>	<u>463</u>
2 3M-400 Printers	<u>-</u>	<u>259</u>	<u>259</u>
Total Prints	<u>50,078</u>	<u>13,750</u>	<u>63,828</u>
<u>Search Section</u>			
Requests Received	<u>7,073</u>	<u>932</u>	<u>8,005</u>
Requests Searched	<u>1,426</u>	<u>932</u>	<u>2,358</u>
*Telephone Inquiries	<u>420</u>	<u>218</u>	<u>638</u>

S-E-C-R-E-T

S-E-C-R-E-T

B. SERVICES (Continued)

<u>Search Section (Continued)</u>	<u>Collateral</u>	<u>Non- Collateral</u>	<u>Total</u>
Requests Serviced for IAS	<u>765</u>	<u>168</u>	<u>933</u>
Requests Analyzed and Referrèd	<u>5,149</u>	<u>22</u>	<u>5,171</u>
Documents Procured from Other Agencies	<u>2,552</u>	<u>134</u>	<u>2,686</u>
Documents Supplied to Other Agencies	<u>872</u>	<u>34</u>	<u>906</u>
Documents Procured - Intra-Agency (NPIC)	<u>-</u>	<u>172</u>	<u>172</u>

*Calls are for information and are included in Requests Received.

DOCUMENT AND PICTORIAL SERVICES DIVISION
~~XXXXXXXXXXXXXXXXXXXX~~
 STATISTICAL SUMMARY
 AUGUST 1967

Pictorial Services Branch

I. <u>Acquisitions</u>			IV. <u>Services</u>		
A. Photo	<u>17,958</u>		A. Requests	<u>CIA</u>	<u>Non-CIA</u>
B. Film Prints	<u>133</u>				<u>TOTAL</u>
II. <u>Processing</u>			Photo Branch	<u>940</u>	<u>500</u>
A. Photos Analyzed	<u>25,183</u>		Film Branch	<u>429</u>	<u>470</u>
B. Films Analyzed	<u>78</u>		Total	<u>1,369</u>	<u>541</u>
C. Videotapes Analyzed	<u>0</u>		B. Photos Supplied		
III. Additions to Collections and Cumulative Totals			CIA Photos	<u>12,542</u>	<u>31,613</u>
A. Photos Accessioned			DIA Photos	<u>8,431</u>	<u>-</u>
Ground	<u>5,298</u>		Total	<u>20,973</u>	<u>31,613</u>
Total		<u>912,313</u>	C. Photos Produced in Crash Lab		
Personality	<u>1,340</u>		Negatives		<u>963</u>
Total	<u>6,638</u>	<u>279,825</u>	Prints		<u>5,007</u>
Total Master File		<u>1,192,138</u>	D. Motion Picture Activity		
B. Motion Picture Prints and Titles Accessioned			Films Shown		<u>119</u>
Prints	<u>59</u>		Films Loaned		<u>345</u>
Total		<u>15,249</u>	Intellofax References		<u>18</u>
Titles	<u>32</u>		Equipment Loans and		<u>14</u>
Total		<u>9,276</u>	Technical Assistance		
C. Total Films in Intellofax System		<u>20,853</u>	V. A. Briefings Given		<u>4</u>
			B. Debriefings		<u>2</u>

S-E-C-R-E-T

DOCUMENT AND PICTORIAL SERVICES DIVISION
PICTORIAL SERVICES BRANCH
STATISTICAL SUMMARYSeptember 1967I. Acquisitions

A. Photo	<u>10,152</u>
B. Film Prints	<u>85</u>

II. Processing

A. Photos Analyzed	<u>8,699</u>
B. Films Analyzed	<u>50</u>
C. Videotapes Analyzed	<u>1</u>

III. Additions to Collections and Cumulative Totals

A. Photos Accessioned

DELETIONS:
 2 Ground 2,620
 Total 914,926
 24 Personality 1,028
 Total 280,829
 Total Master File 3,148 1,195,755

B. Motion Picture Prints and Titles Accessioned

DELETIONS:
 165 Prints 57
 Total 15,141
 85 Titles 33
 Total 9,224

C. Total Films in Intellofax System 20,903IV. Services

A. Requests

	<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
Photo Branch	<u>674</u>	<u>526</u>	<u>1,200</u>
Film Branch	<u>277</u>	<u>59</u>	<u>326</u>
Total	<u>951</u>	<u>585</u>	<u>1,526</u>

B. Photos Supplied

CIA Photos	<u>15,848</u>	<u>19,415</u>	<u>35,263</u>
DIA Photos	<u>3,382</u>	<u>-</u>	<u>3,382</u>
Total	<u>19,230</u>	<u>19,415</u>	<u>38,645</u>

C. Photos Produced in Crash Lab

Negatives	<u>1,229</u>
Prints	<u>7,351</u>

D. Motion Picture Activity

Films Shown	<u>95</u>
Films Loaned	<u>343</u>
Intellofax References	<u>20</u>
Equipment Loans and Technical Assistance	<u>13</u>

V. A. Briefings Given 0B. Debriefings 0

GROUP 1
Excluded from Automatic
Downgrading and
Declassification

S-E-C-R-E-T

DOCUMENT AND PICTORIAL SERVICES DIVISION
PICTORIAL SERVICES BRANCH
STATISTICAL SUMMARY
OCTOBER 1967

I. Acquisitions

A. Photo	<u>11,764</u>
B. Film Prints	<u>146</u>

II. Processing

A. Photos Analyzed	<u>15,667</u>
B. Films Analyzed	<u>70</u>
C. Videotapes Analyzed	<u>9</u>

III. Additions to Collections and Cumulative Totals

A. Photos Accessioned

<u>DELETIONS</u>	Ground	<u>3,096</u>	
<u>7</u>	Total		<u>918,015</u>
<u>17</u>	Personality	<u>567</u>	
	Total	<u>3,663</u>	<u>281,379</u>
	Total Master File		<u>1,199,394</u>

B. Motion Picture Prints and Titles Accessioned

<u>87</u>	Prints	<u>76</u>	
	Total		<u>15,138</u>
<u>22</u>	Titles	<u>41</u>	
	Total		<u>9,243</u>

C. Total Films in Intellofax System	<u>20,889</u>
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IV. Services

	<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
A. Requests			
Photo Branch	<u>936</u>	<u>514</u>	<u>1,450</u>
Film Branch	<u>332</u>	<u>46</u>	<u>378</u>
Total	<u>1,268</u>	<u>560</u>	<u>1,828</u>

B. Photos Supplied

CIA Photos	<u>18,387</u>	<u>28,442</u>	<u>46,829</u>
DIA Photos	<u>7,063</u>	<u>-</u>	<u>7,063</u>
Total	<u>25,450</u>	<u>28,442</u>	<u>53,892</u>

C. Photos Produced in Crash Lab

Negatives	<u>846</u>
Prints	<u>4,089</u>

D. Motion Picture Activity

Films Shown	<u>186</u>
Films Loaned	<u>280</u>
Intellofax References	<u>21</u>
Equipment Loans and Technical Assistance	<u>20</u>

V. A. Briefings Given

B. Debriefings	<u>0</u>
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GROUP 1
Excluded from Automatic
Downgrading and
Declassification

S-E-C-R-E-T

ATTACHMENT II

DOCUMENT AND PICTORIAL SERVICES DIVISION
PICTORIAL SERVICES BRANCH
STATISTICAL SUMMARY
NOVEMBER 1967

<u>I. Acquisitions</u>			<u>IV. Services</u>			<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
A. Photo	<u>10,506</u>		A. Requests					
B. Film Prints	<u>100 120</u>		Photo Branch	<u>714</u>	<u>376</u>			<u>1,090</u>
<u>II. Processing</u>			Film Branch	<u>254</u>	<u>40</u>			<u>294</u>
A. Photos Analyzed	<u> </u>		Total	<u>968</u>	<u>416</u>			<u>1,384</u>
B. Films Analyzed	<u>38</u>		<u>B. Photos Supplied</u>					
C. Videotapes Analyzed	<u>20</u>		CIA Photos	<u>25,619</u>	<u>19,236</u>			<u>44,855</u>
<u>III. Additions to Collections and Cumulative Totals</u>			DIA Photos	<u>47,236</u>	<u>-</u>			<u>47,236</u>
A. Photos Accessioned			Total	<u>72,855</u>	<u>19,236</u>			<u>92,091</u>
<u>7</u> Ground	<u>2,638</u>		<u>C. Photos Produced in Crash Lab</u>					
Total		<u>920,646</u>	Negatives					<u>990</u>
<u>5</u> Personality	<u>609</u>		Prints					<u>3,062</u>
Total	<u>3247</u>	<u>281,983</u>	<u>D. Motion Picture Activity</u>					
Total Master File		<u>1,202,629</u>	Films Shown					<u>175</u>
<u>B. Motion Picture Prints and Titles Accessioned</u>			Films Loaned					<u>203</u>
<u>149</u> Prints	<u>63</u>		Intellofax References					<u>20</u>
Total		<u>15,052</u>	Equipment Loans and					<u>26</u>
<u>15</u> Titles	<u>25</u>		Technical Assistance					<u>0</u>
Total		<u>9,253</u>	<u>V. A. Briefings Given</u>					
<u>C. Total Films in Intellofax System</u>								<u>0</u>
		<u>20,927</u>	<u>B. Debriefings</u>					
								<u>0</u>

GROUP 1
Excluded from Automatic
Downgrading and
Declassification

S-E-C-R-E-T

ATTACHMENT I

DOCUMENT AND PICTORIAL SERVICES DIVISION
 PICTORIAL SERVICES BRANCH
 STATISTICAL SUMMARY
DECEMBER 1967

I. Acquisitions

*A. Photo _____
 B. Film Prints 125

II. Processing

A. Photos Analyzed _____
 B. Films Analyzed 44
 C. Videotapes Analyzed 11

III. Additions to Collections and Cumulative Totals*A. Photos Accessioned 5239

Ground _____
 Total _____
 Personality _____
 Total _____
 Total Master File _____

B. Motion Picture Prints and Titles Accessioned

Prints 65
 Total 15,062
 Titles 38
 Total 9,255

C. Total Films in Intellofax System 20,971IV. Services

A. Requests

	CIA	Non-CIA	TOTAL
Photo Branch	685	425	1,110
Film Branch	271	26	297
Total	956	451	1,407

B. Photos Supplied

CIA Photos	9,079	9,693	18,772
DIA Photos	8,010	-	8,010
Total	17,089	9,693	26,782

C. Photos Produced in Crash Lab

Negatives	417
Prints	4,281

D. Motion Picture Activity

Films Shown	110
Films Loaned	260
Intellofax References	13
Equipment Loans and Technical Assistance	16

V. A. Briefings Given

B. Debriefings

*See ATTACHMENT II

GROUP 1
 Excluded from Automatic
 Downgrading and
 Declassification

1967

-3-

PICTORIAL SERVICES BRANCHPHOTO SECTION

In response to a crash request from the office of the DCI, three (3) copies of a photograph were reproduced and delivered within one (1) hour.

STATISTICAL SUMMARY

<u>Requests</u>	<u>CIA</u>	<u>Non-CIA</u>	<u>Total</u>
	647	333	980
<u>Photos Supplied</u>			
	(CIA) 10,747	7,485	18,232
	(DIA) <u>22,151</u>		<u>22,151</u>
	32,898	<u>7,485</u>	40,383
<u>Crash Lab Production</u>			
	New Negatives		874
	Prints		2,354
Agency Photographer Assignments			7
Negatives Accessioned			1,284
Negatives Pulled and Filed			16,370
25X1 <input type="checkbox"/> Handled			3
Prints Produced			919

Photographs Received by Source

DDP	3,266
<input type="checkbox"/>	1,116
Graphics Program	3,009
Other	<u>2,080</u>
TOTAL:	9,471

FEB. 1968

Examples of Other Service Activities

Intellofax Listings were provided to Agency analysts as follows:

<u>COUNTRY</u>	<u>INTEREST</u>	<u>OFFICE</u>
China	Political, Economic, Geographic	CRS
Greece, Cyprus	General Area	OCI
Paraguay	General	OCI

STATISTICAL SUMMARY (FILM SECTION, PSB)Acquisitions

Film Prints	158
-------------	-----

Processing

Films Analyzed	41
Videotapes Analyzed	5

Motion Picture Prints and TitlesAccessionedTotal On Hand

Prints	131	15,213
Titles	27	9,302

Total Films in Intellofax System	21,013
----------------------------------	--------

ServicesCIANon-CIATOTAL

Requests	299	59	358
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Motion Picture Activity

Films Shown	111
Films Loaned	292
Intellofax References	19
Equipment Loans and Technical Assistance	27

PHOTO SECTION, PICTORIAL SERVICES BRANCH

In response to a request from the Office of Security, our photographers took approximately 300 aerial photographs from a helicopter of the various buildings in the metropolitan area occupied by Agency personnel.

STATISTICAL SUMMARY (PHOTO SECTION, PSB)

<u>Requests</u>	<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
	585	355	940

Photographs Supplied

From CIA Collection	5,561	12,560	18,121
From DIA IR's	<u>10,826</u>	<u>52</u>	<u>10,878</u>
Total	16,387	12,612	28,999

Crash Lab Production

Negatives (New)	475
Prints	2,457
Agency Photographer Assignments	13
Negatives Accessioned	1,904
Negatives Pulled and Filed	17,196
<input type="checkbox"/> Handled	2
Prints Produced - <input type="checkbox"/>	155

Graphics Coordinator Correspondence

Incoming	83
Outgoing	81

Photographs Received by Source

DD/P	2,113
<input type="checkbox"/>	1,439
Graphics Program	1,950
Other	<u>4,374</u>
	9,876
DIA/IR Attachments (1,370 IR's)	<u>23,376</u>
Total	33,252

Photographs Disseminated for ISC Area Divisions

USSR	3,982
FE/PAC	1,076
NE/A	395
WH	130
Europe	<u>1,411</u>
Total	6,994

25X1

DOCUMENT LIBRARY BRANCH

Briefings

At the request of USSR Division, [] briefed a new analyst of the Economic and Military Branch on the functions of the SI Library.

25X1

[] DCI/NIFE, was briefed by [] on the storage and retrieval systems of the Document Library.

25X1

[] briefed five analysts from OER on the Document Library.

Tour of NPIC Library

[] toured the Library at NPIC on 28 February, visiting [] Librarian, [] Classification Branch, and the Repository, where requests and mailing procedures were reviewed.

25X1

Microfilm Section

The new 35 mm Step and Repeat Camera using MIL D aperture cards was put into use as of 19 February. The old 16 mm Camera and MIL E aperture card system have been discontinued.

Statistics

As requested by the Director of CRS, a count was made of the backlog of outstanding requests for documents from other agencies. The January figure was 1,033; the February figure was 1,257; an increase of 21.6 percent.

PSB
photo

DOCUMENT AND PICTORIAL SERVICES DIVISION
MONTHLY REPORT
JANUARY 1968

PICTORIAL SERVICES BRANCH

FILM SECTION

Soviet Documentary - "True Sons of the People"

This 35mm color version of the documentary, received originally on videotape in November 1967, generated new interest among military defense analysts, both in the Agency and in DOD. The color photography offers an improved view of a great number of missiles, jet aircraft, and other military hardware. Numerous screenings have been held, and tabbing for still photograph reproduction is underway.

Appearance of Mao Tse-tung on 31 December 1967

A seven-minute film showing Mao Tse-tung, Lin Piao, and other Chicom leaders at a 31 December 1967 rally in Peking was screened by Medical personnel, who are regularly assessing the health of certain world leaders. This film was also made available to OCI for use in a White House briefing of Mr. Walt Rostow.

Interviews of the Former Executive Director/Comptroller

Off-the-air recordings of interviews with Mr. Lyman Kirkpatrick were made on 17 and 19 January. Mr. Kirkpatrick's television appearances were in connection with the recent publication of his book, "The Real CIA."

The National Intelligence Estimate

An OTR-produced film on ONE was screened several times during the month, and will be turned over to the DPSD Film Library for control and distribution after final editing in February.

Lysergic Acid Diethylamide

This film, on the harmful effects of LSD, was screened by DD/S officers for possible showings to Agency personnel.

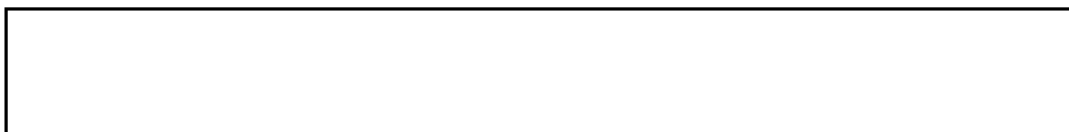
-2-

Support to DD/P Stations Overseas

One hundred and forty-one films covering training, tradecraft, and feature film subjects were loaned to DD/P Stations overseas.

Examples of Other Service Activities

Screenings of area films were held for FE/DD/P.



STATISTICAL SUMMARY

Acquisitions

Film Prints 190

Processing

Films Analyzed 64
Videotapes Analyzed 14

Motion Picture Prints and Titles

Accessioned

Total On Hand

Prints	133	15,193
Titles	29	9,283

Total Films in Intellofax System		20,972
----------------------------------	--	--------

Services

	<u>CIA</u>	<u>Non-CIA</u>	<u>TOTAL</u>
Requests	335	47	382

Motion Picture Activity

Films Shown	152
Films Loaned	325
Intellofax References	9
Equipment Loans and Technical Assistance	28

-3-

PICTORIAL SERVICES BRANCHPHOTO SECTION

In response to a crash request from the office of the DCI, three (3) copies of a photograph were reproduced and delivered within one (1) hour.

STATISTICAL SUMMARY

<u>Requests</u>	<u>CIA</u>	<u>Non-CIA</u>	<u>Total</u>
	647	333	980

<u>Photos Supplied</u>	(CIA) 10,747	7,485	18,232
	(DIA) <u>22,151</u>		<u>22,151</u>
	32,898	<u>7,485</u>	40,383

Crash Lab Production

New Negatives	874
Prints	2,354
Agency Photographer Assignments	7
Negatives Accessioned	1,284
Negatives Pulled and Filed	16,370
<div style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></div> Handled	3
Prints Produced	919

Photographs Received by Source

DDP	3,266
<div style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></div>	1,116
Graphics Program	3,009
Other	<u>2,080</u>
TOTAL:	9,471

-4-

Photographs Disseminated for ISG Area Divisions

USSR	4,297
FE/PAC	1,843
NEA	892
WH	516
Europe	<u>4,439</u>

Total Photos Disseminated: 11,987

Graphics Coordinator Correspondence

Incoming	87
Outgoing	68

TECHNICAL SERVICES STAFF

The TSS maintenance shop has moved to Room GE0413, Headquarters Building.

The Technical Services Staff modified one 3-M 2000D camera to use 50 cycle current and changed the reduction ratio for the DD/P.

The Technical Services Staff had 28 service calls on CRS equipment during the month.

DOCUMENT LIBRARY BRANCH

Received a request from [] DDP/CA/CF, for three [] with English and foreign language enclosures dealing with the International War Crimes Tribunal in Stockholm, totaling approximately 1,000 pages. Requestor's short deadline was met. Printing was performed by PSD.

[] attended the Automatic Data Processing (ADP) Orientation Course in Magazine Building, 12-14 December.

The Special Intelligence Collection, DLB, serviced a priority request through [] Eight hundred (800) documents were pulled for the analysts to scan; ninety-three (93) were selected and reproduced for their retention. The entire operation was completed in less than two hours.

25X1

Approved For Release 2004/11/30 : CIA-RDP78-04546A000600060013-8

Approved For Release 2004/11/30 : CIA-RDP78-04546A000600060013-8

DOCUMENT AND PICTORIAL SERVICES DIVISION
DOCUMENT LIBRARY BRANCH
MONTHLY STATISTICS

MONTH January 1968

A. <u>PROCESSING</u>	<u>COLLATERAL</u>	<u>NON- COLLATERAL</u>	<u>TOTAL</u>
Hard Copy Filed	<u>4,230</u>	<u>35,910</u>	<u>40,140</u>
Cumulated Totals	<u>6,050,523</u>	<u>-</u>	<u>6,050,523</u>
Aperture Cards Filed	<u>24,477</u>	<u>0</u>	<u>24,477</u>
Cumulated Total	<u>4,961,250</u>	<u>360,367</u>	<u>5,321,617</u>
Reels of Film Filed	<u>0</u>	<u>0</u>	<u>0</u>
Cumulated Total	<u>12,567</u>	<u>-</u>	<u>12,567</u>
Source Cards Filed	<u>22,408</u>	<u>X</u>	<u>22,408</u>
Cumulated Total	<u>5,481,996</u>	<u>X</u>	<u>5,481,996</u>
Documents Microfilmed	<u>20,135</u>	<u>12,257</u>	<u>32,392</u>
Total Pages	<u>84,683</u>	<u>18,347</u>	<u>103,030</u>
Average Pages	<u>4</u>	<u>1 1/2</u>	<u>X</u>
Reels of Film Processed	<u>255</u>	<u>6</u>	<u>261</u>
Total Footage of Microfilm Processed	<u>25,500</u>	<u>600</u>	<u>26,100</u>
Total Acti-film Cards Produced	<u>1,076</u>	<u>X</u>	<u>1,076</u>
Aperture Cards Mounted	<u>24,417</u>	<u>X</u>	<u>24,417</u>
*Extra Copies Destroyed	<u>200</u>	<u>25,000</u>	<u>25,200</u>
IBM cards processed by DARE	<u>112,516</u>	<u>X</u>	<u>112,516</u>
5x8 cards processed by DARE	<u>48,932</u>	<u>X</u>	<u>48,932</u>
DARE enlargements intellofax first page	<u>9,839</u>	<u>X</u>	<u>9,839</u>
Intellofax print out	<u>4,634</u>	<u>X</u>	<u>4,634</u>
Number of documents handled by DARE	<u>18,943</u>	<u>X</u>	<u>18,943</u>

S-E-C-R-E-T

A. <u>PROCESSING (Continued)</u>	<u>COLLATERAL</u>	<u>NON-COLLATERAL</u>	<u>TOTAL</u>
Boxes of Documents Returned to Records Center	<u>754</u>	<u>8</u>	<u>762</u>
B. <u>SERVICES</u>			
<u>Library Section</u>	<u>AGENCY</u>	<u>NON-AGENCY</u>	<u>TOTAL</u>
Documents			
Collateral	<u>8,481</u>	<u>956</u>	<u>9,437</u>
Non-Collateral	<u>9,063</u>	<u>29</u>	<u>9,063</u>
<u>Microfilm Section</u>			
LDX			
Outgoing <u>69</u> Messages <u>475</u> Pages			
Incoming <u>24</u> Messages <u>188</u> Pages			
Number of Pages Reproduced	<u>Collateral</u>	<u>Non-Collateral</u>	<u>Total</u>
5 Quadrant Printers	<u>43,597</u>	<u>1,257</u>	<u>44,854</u>
2 Photostat Machines	<u>50</u>	<u>X</u>	<u>50</u>
2 Xerox 914 Printers	<u>14,520</u>	<u>18,368</u>	<u>32,888</u>
1 Itek Printer	<u>1,057</u>	<u>0</u>	<u>1,057</u>
1 Copytron	<u>6,132</u>	<u>0</u>	<u>6,132</u>
2 Loadstar Printers	<u>X</u>	<u>302</u>	<u>302</u>
2 3M-400 Printers	<u>X</u>	<u>142</u>	<u>142</u>
Total Prints	<u>65,356</u>	<u>20,069</u>	<u>85,425</u>
<u>Search Section</u>			
Requests Received	<u>7,813</u>	<u>993</u>	<u>8,806</u>
Requests Searched	<u>830</u>	<u>993</u>	<u>1,823</u>
*Telephone Inquiries	<u>401</u>	<u>178</u>	<u>579</u>

S-E-C-R-E-T

B. SERVICES (Continued)

<u>Search Section (Continued)</u>	<u>Collateral</u>	<u>Non- Collateral</u>	<u>Total</u>
Requests Serviced for IAS	<u>1,097</u>	<u>156</u>	<u>1,253</u>
Requests Analyzed and Referred	<u>6,289</u>	<u>91</u>	<u>6,380</u>
Documents Procured from Other Agencies	<u>581</u>	<u>131</u>	<u>712</u>
Documents Supplied to Other Agencies	<u>322</u>	<u>25</u>	<u>347</u>
Documents Procured - Intra-Agency (NPIC)	<u>-</u>	<u>180</u>	<u>180</u>

*Calls are for information and are included in Requests Received.

S-E-C-R-E-T